## Basic Pay - Next Increase

**Purpose** Use this procedure to enter the date of the employee's periodic increment or

longevity increase in the **Next Increase** field in **Basic Pay** infotype (0008) **when there is a need to override the automated Periodic Increment Date (PID) and** 

Longevity Date process.

**Trigger** Perform this procedure when there is a need to override the automated PID and

Longevity process.

**Prerequisites** 

• There is a need to override the date for the PID or Longevity Date process due to one of the following:

- A new hire or rehire starts at the first step of their range and should receive their first PID in six months and the Next Increase field was missed during the personnel action
- o An employee moves to a new salary range
- o Special rules or provisions advance or postpone the PID
- An employee is eligible for a longevity increase earlier than six years from the appointment date at that range
- o An employee was previously in a certain salary range in the past and returns to it in the future
- Directly valued employees using standard progression pay scale area (must enter a Next Increase date of 12/31/9999)

**End User Roles** In order to perform this transaction you must be assigned the following role:

Personnel Administration Processor, and Payroll Processor

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	Change History
Date	Change Description

3/19/2013	Procedure updated to match current system. <b>Tip</b> added to step 7 on how to view
	different pay amounts
05/28/2014	Updated Purpose statement and prerequisites statements. Updated note of step 7
	to provide more detail on the payt increase field

Menu Path Human Resources → Personnel Management → Administration → HR Master Data

→ Maintain

Transaction Code PA30

Helpful Hints	The Next Increase field on the Basic Pay Infotype (0008) is an override for the automated PID or Longevity process.
	The automated PID and Longevity process will clear the Next Increase field once the date falls within a current payroll processing period and the step
	(level) is advanced.



- A 12/31/9999 override date will prevent the automated PID and Longevity process from advancing the step (level).
- The Periodic Increment and Longevity Increase Projection Report (ZHR\_RPTPA803) will display the date the employee is projected to receive their PID or Longevity increase.
- The automated PID/Longevity process excludes the following employees:
  - o DOT Marine Division
  - WSP Commissioned Officers
  - Legislature
  - Higher Education
  - o Teachers in the "V" Range (Vancouver School District)
  - Exempt Employees



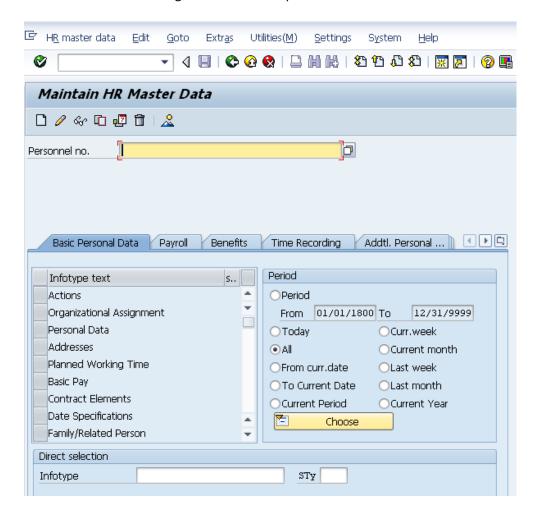
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description	
Error	Example: Make an entry in all required fields.  Action: Fix the problem(s) and then click (Enter) to validate and proceed.	
Warning	Example: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end.  Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.	
Confirmation  or	Example: Save your entries.  Action: Perform the required action to proceed.	



## **Procedure**

1. Start the transaction using the above menu path or transaction code **PA30**.

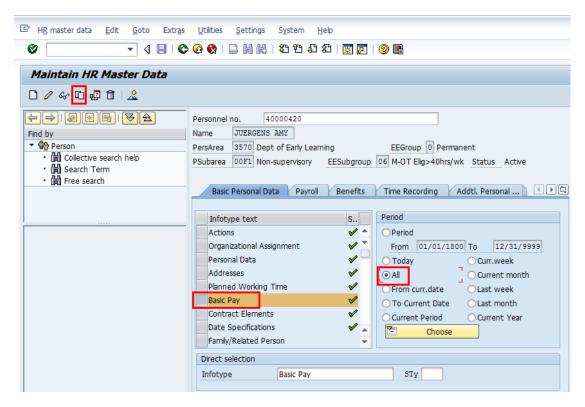


2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry				
Field Name	R/O/C	Description		
Personnel no.	R	The employee's unique identifying number.		
		Example: 40000420		

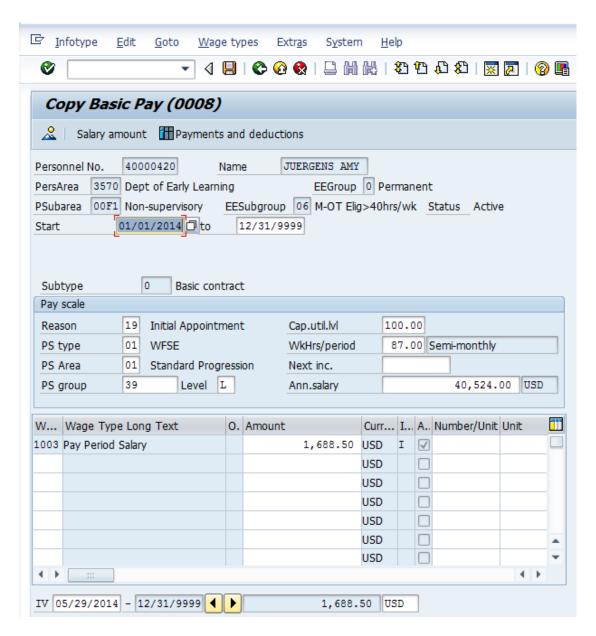
- 3. Click the box to the left of Basic Pay to select.
- 4. Click (Enter) to validate the information.





5. Click (Copy) to copy and continue.





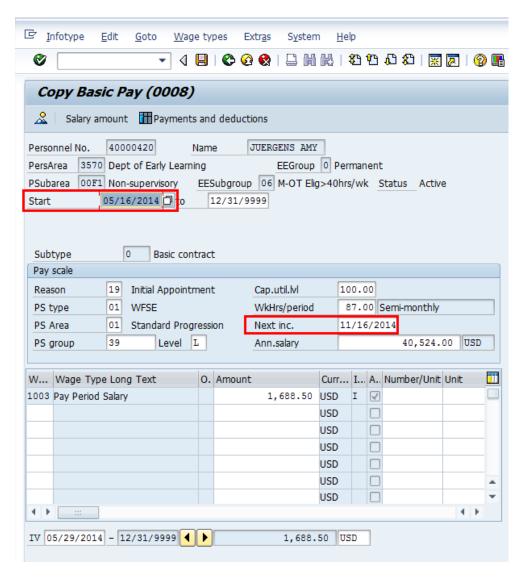
## 6. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry			
Field Name	R/O/C	Description	
Start	R	The start date of the record. This date should be the <b>first</b> day of the <b>current</b> payroll processing period to prevent payroll retros. <b>Example: 5/16/2014</b>	
Reason	С	The reason for the change in the data on the Basic Pay infotype.	



		If you do not know the number for the Reason, you can click the (Matchcode) to open the selection list.  Example: 20 – Appointment Change
Next Increase	R	This is the date of the next scheduled increase in the employee's pay and is <i>only</i> used to override the automated periodic increment and longevity process.  If the employee is eligible for a periodic increment (PID) or longevity step, and moves to a new Pay Scale Type, Pay Scale Area, Pay Scale Group or Pay Scale Level, the agency HR Processors must input the employee's current PID in the Next Increase field on the Basic Pay Infotype  Example: 11/16/2014





- 7. Click (Enter) to validate the information.
- 8. Click (Save) to save.
- 9. You have completed this transaction.

## **Results**

You have entered the next increase date to override the automated Periodic Increment Date (PID) and Longevity Date process.



